



PRIVATE PARTY PARK USE PERMIT

Parks and Recreation Department
451 Hot Springs Blvd
Pagosa Springs, CO 81147
(970) 264-4152 x521

For Office Use Only

Date Application Received:	
Who Received:	
Payment Date / Check Number:	
Deposit Paid Date / Check Number:	

Event Contact Information

Applicant Name: _____ Email Address: _____

Street Address: _____ Mailing Address: _____

City/State/Zip Code: _____

Daytime Phone: _____ Mobile: _____

On Site Contact (*if different from Applicant*): _____ Mobile: _____

Set-Up Date/Time: _____ Tear-Down Date/Time: _____

Park Rules and Regulations

- ☐ **Park Use Permit** - A permit is required for any park activity that requires exclusive use of the site or would impede public usage. A permit must be in the possession of the event/activity organizer while the site is in use. Any violations of policies, rules, regulations and/or guidelines may result in immediate revocation of permit.
- ☐ **Attendee Conduct** - The permit holder is responsible for his/her actions and the actions of gathering attendees.
- ☐ **Vehicle Access** - The driving and parking of motorized vehicles in the parks is prohibited. Exceptions may be made for Special Events with the approval and guidance of a Parks Department Representative.
- ☐ **Disposal of Waste Material** - Trash must be properly disposed of in dumpsters or trash cans. If your waste is more than the provided trash cans, it is your responsibility to remove the waste from the premises.
- ☐ **Liquor** - Alcoholic beverages are prohibited in the parks unless you have a Special Events Liquor License.
- ☐ **Tent Inspections** - A tent inspection is required for any and all tent set up in the town parks. Please submit a map of tent's location to **Jamie Carothers**, from the Community Center Building, for tent inspection set-up/approval.

Please return completed/signed application and all fees to:
Community Center, 451 Hot Springs, Blvd, PO Box 1859, Pagosa Springs, CO 81147
Email: jcarothers@pagosasprings.co.gov

Fees, Refunds and Insurance

☐ **Application Fee:** A \$25.00 application fee must be paid at the time of application submittal. This fee is **non-refundable**. One change will be permitted without submitting a new application and application fee.

☐ **Damage Deposit:** A damage deposit must be provided to the Ross Aragon Community Center no less than 30 days prior to your event.

- \$200.00 deposit

The following fees will be charged by the Parks Department if services are needed in the Town's parks and other public spaces upon the conclusion of the event:

_____ Cleaning/Stocking	\$50.00
_____ Trash pickup and removal	\$50.00
_____ Rut Removal	\$75.00/hour
_____ General Labor	\$25.00/hour

Site(s) Requested:

Location	Number of Hours	Cost Per Hour	Subtotal
Town Park		\$25.00	
Athletic Field		\$25.00	
Mary Fisher Park		\$25.00	
River Center Ponds		\$25.00	
Yamaguchi Baseball Diamond		\$25.00	
Yamaguchi Soccer Fields		\$25.00	
Yamaguchi Terrazzo		\$25.00	
South Park Field		\$25.00	
South Park Sand Courts		\$25.00	
Site Fee Total			

***There will be \$100.00 charge per day for any equipment set-up or equipment left in the park 24 hours before or after the setup dates/times or tear down dates/times unless prior arrangements have been made with the Parks Department (tents, chairs, tables, vendor equipment, trash cans, decorations, ect.)**

Equipment Rental: The following fees are charged by the Parks Department for equipment rented during the events held in the Town's parks and other public spaces.

Equipment	Number of Days	Quantity	Cost	Subtotal
Safety Vest			\$3.00 each per day	
Safety Cone			\$2.50 each per day	
Barricades			\$50.00 per day	
Equipment Fee Total				

***If any of the equipment is not returned to the Town of Pagosa Springs within the number of days rented additional charges will apply.**

Please return completed/signed application and all fees to:
Community Center, 451 Hot Springs, Blvd, PO Box 1859, Pagosa Springs, CO 81147
Email: jcarothers@pagosasprings.co.gov

***If any of the equipment is damaged the replacement cost will take effect: Safety Vest, \$30.00 each vest, Safety Cone, \$25.00 each cone, Traffic Signs, \$160.00 each sign.**

Additional Services: The following fees will be charged by the Parks Department for services provided to events held in the Town's parks and other public spaces. If requested:

Additional Services	Number of Days	Cost Per Day	Subtotal
Electrical Usage		\$35.00	
Yamaguchi Diamond Field Prep and Line		\$50.00	
Additional Services Total			

- ☐ **Insurance** - A Certificate of Liability Insurance policy covering claims which might arise from the event including participant and spectator liability is required for each event. Each Certificate of Liability should name the Town of Pagosa Springs as the Certificate Holder.

Total Fees/Rentals is as follows:

CHECK ONLY

(Separate Checks)

Application Fee:	\$25.00
Site Fee:	\$
Equipment Rental Fee(s):	\$
Total Fees Owed:	\$

Deposit Required	\$200.00
-------------------------	-----------------

Please make both checks payable to TOPS (Town of Pagosa Springs)

***All fees are forfeited if a cancelation occurs in less than 2 weeks' notice**

***Application fees are non-refundable once application is submitted**

As the applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with the event and to insure compliance with all park policies, rules, regulations and guidelines, and other relevant procedures and laws. I understand that any violations may result in immediate cancellation of the reservation and/or revocation of the permit. I understand the permit is non-transferable.

Applicant Signature

Date

Please return completed/signed application and all fees to:
Community Center, 451 Hot Springs, Blvd, PO Box 1859, Pagosa Springs, CO 81147
Email: jcarothers@pagosasprings.co.gov